

## **LPA Meeting Agenda Framework**

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### **I. Welcome**

- Remember to do introductions if there are new partners or guests at the table
- Ask for updates to the agenda. If anything needs to be added – last minute needs/etc. – add those items to the **Other Business** portion of the agenda

### **II. Old Business**

- A great opportunity to briefly re-cap previous meeting decisions, assignments, etc.

### **III. New Business**

- Item 1 (requires ~ discussion? presentation? decision?):
- Item 2 (requires ~ discussion? presentation? decision?):
- Others?

### **IV. Review WorkFirst Performance Measures**

- Go over performance data and analyze it together.
- Create strategy pathways or action plans as needed, assign responsibilities to partner(s), and set follow-up dates.
- Be sure your next month's performance discussion re-visits the strategy pathways or action plans of the previous month.

### **V. Other Business**

- Partner updates
- Others?

### **VI. Gather Agenda Items for the Next Meeting**

### **VII. Adjourn**

## **General Meeting Tips**

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- Stick to the agenda.
- Keep the meeting moving – remind partners that brevity is a good thing.
- Always assign times to each agenda item and manage to those times.
- Get the notes out right away with the next agenda, meeting date and time, and location.
- Rotate refreshments for meetings between partners.
- Avoid moving meeting dates/times when possible. However, don't meet "just to meet."
- Be sure to capture all decisions, assignments, and follow-up items.